

# County of Aroostook

## COMMISSIONERS' OFFICE

---

### COUNTY ADMINISTRATOR

**RYAN D. PELLETIER**



### COUNTY COMMISSIONERS

**PAUL J. ADAMS  
HOULTON**

**NORMAN L. FOURNIER  
WALLAGRASS**

**PAUL J. UNDERWOOD  
PRESQUE ISLE**

### DEPUTY REGISTER PROBATE COURT

The County of Aroostook is accepting applications for a Deputy Register in the Probate Office in Houlton, Maine. This is a full-time (40 hours per week) position.

This is an appointed position by the Register of Probate, subject to the requirements of Title 30-A section 501, in accordance with Title 18-C MRS, Section 1-506. The Deputy Register may perform any of the duties prescribed by law to be performed by the Register. The Deputy Register shall act as Register in the event of absence of the Register.

- Applicant must possess excellent communication skills, attention to detail, and ability to handle confidential information with discretion.
- Applicant must be able to work in a fast-paced environment and be able to organize work in a timely and accurate fashion to meet strict deadline.
- Ability to work independently, make effective decisions, prepare correspondence, open and prepare files, process and proofread electronic filings and prepare court documents for Probate Court hearings.
- Must be able to travel to Presque Isle/Caribou/Fort Kent when needed, to attend to Court hearings and/or meetings, in the absence of the Register.
- Ability to handle inquiries from the public and legal personnel concerning matters before the court.
- Excellent computer skills, including experience with Microsoft Word, Adobe Acrobat Reader and Excel, is required,
- Applicant must possess skills in operation of office equipment such as facsimile, copy machines, typewriters, and telephones.
- Must be able to successfully pass a criminal background check.

The County of Aroostook offers a competitive benefits package to include: health insurance, dental insurance, life insurance, AFLAC insurance, income protection insurance, Maine Public Employees Retirement System, vacation, sick and holiday leave.

To be considered for this position, please submit a cover letter and resume to the address below. Resumes will be accepted until a suitable candidate is found.

County Commissioners' Office  
Attn: Human Resources Department  
144 Sweden Street, Ste. 1  
Caribou, ME 04736

Or email cover letter and resume to: [christina@aroostook.me.us](mailto:christina@aroostook.me.us)

The County of Aroostook is an Equal Opportunity Employer.